

अण्डमान तथा



निकोबार राजपत्र

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No. 349, Port Blair, Thursday, December 29, 2011

अण्डमान तथा निकोबार प्रशासन

ANDAMAN AND NICOBAR ADMINISTRATION

सचिवालय

SECRETARIAT

NOTIFICATION

Port Blair, dated the 29th December, 2011

No. 331/2011/F. No 1-33/2010-UD.—Whereas, the draft Andaman and Nicobar Islands (Port Blair Municipal Council) Recruitment Rules, 2011 was published in The Daily Telegrams in its issue dated 21.04.2011 inviting suggestions/objections from those likely to be affected before the final publication of the said Recruitment Rules, giving a period of 30 days for filing suggestions and objections.

AND, WHEREAS, suggestions received from various quarters have been examined and given due consideration.

Now, therefore, in exercise of the powers conferred under Sub-Section 2(a) of Section 203 of the Andaman and Nicobar Islands (Municipal) Regulations, 1994 and in supersession of Schedule IV, V & VI of Notification No. 289/2005/ F.No 3-132/2005-LSG dated 24.10.2005 and Schedule V & VI of Notification No. 26/2006/ F.No 3-132/2005/LSG dated 02.02.2006 and of all other powers enabling him in this behalf, the Lieutenant Governor, A&N Islands hereby makes the following rules regulating the method of recruitment to the Group 'B' posts of Assistant Engineer (E&M), Junior Engineer (E&M), Junior Engineer (Civil), Draftsman Grade-III (E&M) and Draftsman Grade-III (Civil) borne in the establishment of PBMC, Port Blair with immediate effect, namely:-

1. Short title and commencement :-

- i. These rules may be called the Andaman and Nicobar Islands (Port Blair Municipal Council) Recruitment Rules, 2011.
- ii. They shall come into force on the date of their publication in the Official Gazette.

2. No. of posts, its classification and the scale of pay :-

The number of posts, classification and the scale of the pay attached thereto shall be as specified in paras 2, 3 & 4 of the Schedule-I and II annexed hereto.

3. Method of recruitment, age limit, qualifications :-

The method of recruitment, age limit, qualifications and other matters relating to the said posts shall be as specified in paras 5 to 15 of the Schedules annexed hereto.

4. Disqualifications:-

No person,

- i. Who has entered into or contracted a marriage with a person having a spouse living;

or

- ii. Who, having spouse living, has entered into or contracted a marriage with any person(s), shall be eligible for appointment to the said post:

Provided that, the Lt. Governor (Administrator), A&N Islands, may if, satisfied that such marriage is permissible under the personal law, applicable to such person and the other party to the marriage or there are other grounds for so doing, exempt any person from the operation of these rules.

5. Powers to relax:-

Where the Lt. Governor (Administrator), A&N Islands is of the opinion that it is necessary or expedient to do so, he may by order, for reasons to be recorded in writing and, if necessary relax any of the provisions of these rules with respect to any class or category of person(s).

6. Savings :-

Nothing in those rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, Scheduled Tribes, ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

Lt. General (Retd.) Bhopinder Singh
Lieutenant Governor,
Andaman and Nicobar Islands.

By order and in the name of the Lieutenant Governor, A&N Islands.

Sd./-
(K. Hamza)
Deputy Secretary (PWD/UD)

SCHEDULE-I
RECRUITMENT RULES FOR THE POST OF ASSISTANT ENGINEER (E&M)
IN PORT BLAIR MUNICIPAL COUNCIL

1	Name of the post	Assistant Engineer (E&M)								
2	Number of posts	04(four) *2011 *(Subject to variation dependent on workload)								
3	Classification	Group 'B' (Municipal Services)								
4	Pay Band and Grade pay/Pay Scale	PB-2 ` 9300-34800 + GP ` 4600								
5	Whether selection or non-selection ?	Selection								
6	Age limit for direct recruits	Not applicable								
7	Whether benefit of added years of service admissible under the Municipal Council Pension Rule, 1992 ?	No								
8	Educational & other qualifications prescribed for direct recruits	No								
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable								
10	Period of probation, if any	2 years								
11	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	100% by promotion								
12	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	Promotion : Promotion from amongst the serving regular Junior Engineer (E&M) of the Council in the scale of pay PB-2 ` 9300-34800 + GP ` 4200 with five years/ nine years regular service in the grade possessing Degree/Diploma in Mechanical/Electrical/Automobile Engineering respectively from a recognized University/Institution or equivalent								
13	If a DPC exists, what is its composition ?	DPC composition as per Rule 5(3) of A&N Islands Municipal Services (Classification, Control and Appeal) Rules, 2008 : <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Secretary (UD), A&N Administration</td> <td style="width: 30%;">Chairman</td> </tr> <tr> <td>Secretary, Municipal Council</td> <td>Member</td> </tr> <tr> <td>Officer of the rank of Assistant Secretary (UD) or above, A&N Administration</td> <td>Member</td> </tr> <tr> <td>Two experts to be nominated by Chief Secretary, A&N Administration</td> <td>Member</td> </tr> </table>	Secretary (UD), A&N Administration	Chairman	Secretary, Municipal Council	Member	Officer of the rank of Assistant Secretary (UD) or above, A&N Administration	Member	Two experts to be nominated by Chief Secretary, A&N Administration	Member
Secretary (UD), A&N Administration	Chairman									
Secretary, Municipal Council	Member									
Officer of the rank of Assistant Secretary (UD) or above, A&N Administration	Member									
Two experts to be nominated by Chief Secretary, A&N Administration	Member									
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable								
15	Job Description	Attached as Annexure to Schedule-I								

Annexure to Schedule - I

The duties of the Assistant Engineer (E&M) are as below:-

A Sub-Divisional Office under the charge of an Assistant Engineer is the field unit responsible for supervision and execution of works, according to the norms and standards laid down in designs, drawing and estimates.

Preparation of the Works Accounts and Stores Accounts is the responsibility of the Assistant Engineer concerned. He has to ensure the proper maintenance of the stores under his charge, their Accounts both quantitatively as well as in monitory terms and weeding out un-serviceable stores. He is also required to inspect the buildings, structures, areas and equipment under his charge once in every six months (to inspect their condition from safety point of views) and record a certificate to that effect.

SCHEDULE-II
RECRUITMENT RULES FOR THE POST OF JUNIOR ENGINEER (CIVIL)
IN PORT BLAIR MUNICIPAL COUNCIL

1	Name of the post	Junior Engineer (Civil)
2	Number of post	15(fifteen) *2011 *(Subject to variation dependant on workload)
3	Classification	Group 'B' (Municipal Services)
4	Pay Band and Grade pay/Pay Scale	PB-2 ` 9300-34800 + GP ` 4200
5	Whether selection or non-selection ?	Not applicable
6	Age limit for direct recruits	Not exceeding 30 years (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.) The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul and Spiti District and Pangi Sub-Division, Andaman and Nicobar Islands or Lakshadweep)
7	Whether benefit of added years of service admissible under the Municipal Council Pension Rule, 1992 ?	No
8	Educational & other qualifications prescribed for direct recruits	Essential: 1. A Degree or Diploma in Civil Engineering from a recognized University or Board or Institution. 2. Should qualify in a written examination to be conducted by the Council Desirable : Two years professional experience in Civil Engineering.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10	Period of probation, if any	2 years
11	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	80% by direct recruitment 20% by promotion failing which by deputation
12	In case of recruitment by promotion/deputation/absorption, grades from which promotion/ deputation/ absorption to be made	Promotion : From amongst the serving Draughtsman Grade-III (Civil)/Surveyor/Tracer in the scale of pay ` 5200-20200 + GP ` 2400 with the following educational qualifications : i. Matriculation from a recognized Board or having passed Xth Standard from a recognized Institution/Board ii. 2 years certificate course including practical training of 6 (six) months in Draughtsmanship (Civil) from a recognized Institution/Board. Deputation : i. Holding analogous posts on regular basis or ii. With six years regular service in the grade rendered after appointment thereto on regular basis in the scale of pay PB-1 with Grade pay of ` 2800 and possessing Degree/Diploma in Civil Engineering from a recognized University or Institution.

		(Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in same or some other organization/department of the Central Govt. shall ordinarily not to exceed 3 years. The maximum age limit for appointment on deputation shall be not exceeding 56 years as on the closing date of receipt of application.)								
13	If a DPC exists, what is its composition ?	<p>DPC composition as per Rule 5(3) of A&N Islands Municipal Services (Classification, Control and Appeal) Rules, 2008 :</p> <table border="1"> <tr> <td>Secretary (UD), A&N Administration</td> <td>Chairman</td> </tr> <tr> <td>Secretary, Municipal Council</td> <td>Member</td> </tr> <tr> <td>Officer of the rank of Assistant Secretary (UD) or above, A&N Administration</td> <td>Member</td> </tr> <tr> <td>Two experts to be nominated by Chief Secretary, A&N Administration</td> <td>Member</td> </tr> </table>	Secretary (UD), A&N Administration	Chairman	Secretary, Municipal Council	Member	Officer of the rank of Assistant Secretary (UD) or above, A&N Administration	Member	Two experts to be nominated by Chief Secretary, A&N Administration	Member
Secretary (UD), A&N Administration	Chairman									
Secretary, Municipal Council	Member									
Officer of the rank of Assistant Secretary (UD) or above, A&N Administration	Member									
Two experts to be nominated by Chief Secretary, A&N Administration	Member									
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable								
15	Job Description	Attached as Annexure to Schedule-II								

Annexure to Schedule - II

Junior Engineers are employed on original works; maintenance and petty works; planning work and store work on the civil side. On the mechanical and electrical side, they are employed in original works; maintenance and petty works in workshop.

As Junior Engineers is the primary element in the executive unit, he is responsible both for the execution of works and maintenance of accounts with which he is concerned.

The duties of the Junior Engineer (Civil) engaged on original and maintenance works are as below:-

1. To collect engineering data for estimates and prepare rough drawing and site plans connected with the works.
2. To supervise and see all works under his charge.
3. To arrange for the materials, T&P from store/by purchase from the market; issue materials, T&P to contractors/works are the proper time so that there is no obstruction in the execution of works.
4. To keep Government materials T&P in his custody.
5. To record measurements of work done by the Contractor/departmental labour.
6. To prepare abstract of measurement at the time of preparation of bills/closing of Muster Rolls.
7. To prepare the recovery statement for the material/T&P.
8. To prepare theoretical consumption statement.
9. To submit progress report of works.
10. To maintain the prescribed registers/accounts like cement, repair, cube register, curing register, register of testing of fine aggregate, MAS account; T&P account; standard M B's etc.
11. To maintain register of inspection of building in his section in the prescribed form and to bring to the notice of the superior officers any defects noticed at the time of his inspection, if any building/structure is particularly unsafe, this should be specially brought to the notice of higher authorized.
12. To prepare completion drawing; extra and substituted items statements; deviation statement reduction rate statements.
13. To mark the attendance of W C and regular staff in the register to maintain the Muster Rolls properly to mark the attendance of Casual Labour in Muster Rolls.
14. To prepare estimates for addition and alterations in buildings.
15. To prepare estimates for annual repair and special repair works and petty works after collecting data from site.
16. To furnish full details for preparing supplementary estimates, revised estimates.
17. To submit report of accidents, if any.
18. To give first aid and arrange for medical aid in case of accidents.
19. To submit occupation and vacation report of building in his charge.
20. To detect and report unauthorized occupation, encroachments and unauthorized addition and alterations.
21. To verify bills, ATDS etc.
22. To submit required of his superior officers.
23. To maintain drawings of buildings, services etc. under his charge.
24. To initiate action for disposal of surplus/unserviceable materials/T&P/empties etc.
25. To ensure duties/responsibilities assigned by the superiors.
26. Any other duties/responsibilities assigned by the superiors.

SCHEDULE-III
RECRUITMENT RULES FOR THE POST OF JUNIOR ENGINEER (E&M)
IN PORT BLAIR MUNICIPAL COUNCIL

1	Name of the post	Junior Engineer (E&M)
2	Number of post	06(Six) *2011 *(Subject to variation dependant on workload)
3	Classification	Group 'B' (Municipal Services)
4	Pay Band and Grade pay/ Pay Scale	PB-2 ` 9300-34800+ GP ` 4200
5	Whether selection or non-selection ?	Not applicable
6	Age limit for direct recruits	Not exceeding 30 years (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.) The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul and Spiti District and Pangi Sub-Division, Andaman and Nicobar Islands or Lakshadweep)
7	Whether benefit of added years of service admissible under the Municipal Council Pension Rule, 1992 ?	No
8	Educational & other qualifications prescribed for direct recruits	Essential: 1. A Degree or Diploma in Mechanical/Electrical/Automobile Engineering from a recognized University / Institution 2. Should qualify in a written examination to be conducted by Council
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10	Period of probation, if any	2 years
11	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	80% by direct recruitment 20% by promotion failing which by deputation
12	In case of recruitment by promotion/deputation/absorption, grade from which promotion/deputation absorption to be made	Promotion : From amongst the serving employees with seven years regular service under (E&M) and Electrical Sub-Division since appointment with a minimum qualification as prescribed in para 8 Deputation : i. Holding analogous posts on regular basis or ii. With six years regular service in the grade rendered after appointment thereto on regular basis in the scale of pay PB-1 with Grade pay of ` 2800 and possessing Degree/Diploma in Mechanical Engineering from a recognized University or Institution. (Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in same or some other organization/department of the Central Govt. shall ordinarily not to exceed 3 years. The maximum age limit for appointment on deputation shall be not exceeding 56 years as on the closing date of receipt of application.)

13	If a DPC exists, what is its composition ?	DPC composition as per Rule 5(3) of A&N Islands Municipal Services (Classification, Control and Appeal) Rules, 2008	
		Secretary (UD), A&N Administration	Chairman
		Secretary, Municipal Council	Member
		Officer of the rank of Assistant Secretary (UD) or above, A&N Administration	Member
		Two experts to be nominated by Chief Secretary, A&N Administration	Member
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable	
15	Job Description	Attached as Annexure to Schedule-III	

Annexure to Schedule – III

1. To collect engineering data for estimates and preparation of rough drawing and site plans connected with the works.
2. To supervise all works under his charges.
3. To arrange for the materials, tools and plants from store/by purchase from the market, issue materials, Tools and Plants to contractors/works at the proper time so that there is no obstruction in the execution of works.
4. To keep materials, Tools and Plants in his custody.
5. To record measurement of work done by the contractor/departmental labour.
6. To prepare abstract of measurement at the time of preparation of bills/closing of Muster Rolls.
7. To prepare the recovery statement for the materials/tools & plants.
8. To prepare theoretical consumption statement.
9. To submit progress report of works.
10. To maintain the prescribed registers/accounts like cement register, cube register, curing register, register of testing of fine aggregate, M.A.S. account site order book, account of temporary advance, imprest accounts, tools and plants account, standard M B's etc.
11. To maintain register of inspection of building in his section in the prescribed form and to bring to the notice of the superior officers, any defects noticed at the time of his inspection, if any building/structure is particularly unsafe, this should be specifically brought to the notice of higher authority.
12. To prepare completion drawing extra and submitted items statements, deviation statements, reduction rate statements.
13. To mark the attendance of Work Charge Mazdoors and regular staff in the register, to maintain the Muster Rolls properly to mark the attendance of casual labour in Muster Rolls.
14. To prepare estimate for addition and alterations in buildings.
15. To prepare estimates for annual repair and special repair works and petty works after collecting data from site.
16. To furnish full details for preparing supplementary estimates, revised estimates.
17. To submit report of accidents, if any.
18. To give first aid and arrange for medical aid in case of accidents.
19. To submit occupation and vacation reports of buildings in his charge.
20. To detect an report unauthorized occupation, encroachments and unauthorized addition and alterations.
21. To verify bills, A.T.D.S. etc.
22. To submit required of his superior officers.
23. To maintain drawings of building, service etc. under his charge. To initiate action for disposal of surplus/unserviceable materials/T & P/empties etc.
24. To ensure duties/responsibilities as may be assigned by his superiors.
25. To be responsible for all other tasks as are assigned to a Junior Engineer in the CPWD code.
26. To do any other duty as may be assigned by the Secretary/Council from time to time in the interest of the Council.

SCHEDULE-IV
RECRUITMENT RULES FOR THE POST OF DRAFTSMAN GRADE-III (CIVIL)
IN PORT BLAIR MUNICIPAL COUNCIL

1	Name of the post	Draftsman Grade-III (Civil)								
2	Number of post	12 (twelve) *2011 *(Subject to variation dependant on workload)								
3	Classification	Group 'C' (Municipal Services)								
4	Pay Band and Grade pay/Pay Scale	PB-1 Rs.5200-20200 + G.P. Rs. 2400								
5	Whether selection or non-selection ?	Not applicable								
6	Age limit for direct recruits	18-33 years for Male 18-38 years for Female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.) Note: - The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/applications from candidates.								
7	Whether benefit of added years of service admissible under the Municipal Council Pension Rule, 1992 ?	Not applicable								
8	Educational and other qualifications required for direct recruitment	Essential: 1. Matriculation/Secondary School Examination (10 th Std.) from a recognized Board/Institution. 2. 02 (two) years certificate course including practical training of 06 months in Draftsmanship (Civil) from a recognized Institute. 3. Should qualify in a written/professional test to be conducted by the Council or authorized recruitment agency.								
9	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees ?	Not applicable								
10	Period of probation, if any	2 years								
11	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	100% by direct recruitment								
12	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	Not applicable								
13	If a DPC exists, what is its composition ?	DPC composition as per Rule 5(4) of A&N Islands Municipal Services (Classification, Control and Appeal) Rules, 2008 : <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Secretary (UD), A&N Administration</td> <td style="width: 30%;">Chairman</td> </tr> <tr> <td>Secretary, Municipal Council</td> <td>Member</td> </tr> <tr> <td>Officer of the rank of Assistant Secretary (UD) or above, A&N Administration</td> <td>Member</td> </tr> <tr> <td>Two experts to be nominated by Chief Secretary, A&N Administration</td> <td>Member</td> </tr> </table>	Secretary (UD), A&N Administration	Chairman	Secretary, Municipal Council	Member	Officer of the rank of Assistant Secretary (UD) or above, A&N Administration	Member	Two experts to be nominated by Chief Secretary, A&N Administration	Member
Secretary (UD), A&N Administration	Chairman									
Secretary, Municipal Council	Member									
Officer of the rank of Assistant Secretary (UD) or above, A&N Administration	Member									
Two experts to be nominated by Chief Secretary, A&N Administration	Member									
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable								
15	Job Description	Attached as Annexure to Schedule-IV								

Annexure to Schedule – IV

The duties of the Draftsman Grade-III (Civil) are as below:-

1. To be responsible for preparation of estimates and drawing.
2. To assist D'man Gr-I & II. Scrutiny of estimates. Scrutiny of bills.
3. To be responsible for preparation of NIT and work orders. Processing of technical correspondences. Processing of various works, water and road works files.
4. To do any other duty as may be assigned by the Secretary/Council from time to time in the interest of the Council.

SCHEDULE-V
RECRUITMENT RULES FOR THE POST OF DRAFTSMAN GRADE-III (E&M)
IN PORT BLAIR MUNICIPAL COUNCIL

1	Name of the post	Draftsman Grade-III (E&M)								
2	Number of post	1(one) *2011 *(Subject to variation dependant on workload)								
3	Classification	Group 'C' (Municipal Services)								
4	Pay Band and Grade pay/ Pay Scale	PB-1 ` 5200-20200 + G.P. ` 2400								
5	Whether selection or non-selection ?	Not applicable								
6	Age limit for direct recruits	18-33 years for Male 18-38 years for Female (Relaxable for Govt. Servants up to 5 years in accordance with the instructions or orders issued by Central Govt.) Note: - The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/applications from candidates.								
7	Whether benefit of added years of service admissible under the Municipal Council pension Rule,1992 ?	Not Applicable								
8	Educational and other qualifications required for direct recruitment	Essential: 1. Matriculation/Secondary School Examination (10 th Std.) from a recognized Board/Institution. 2. 02(two) years certificate course including practical training of 06 months in Draftsmanship (E&M) from a recognized Institute. 3. Should qualify in a written/professional test to be conducted by the Council or authorized recruitment agency.								
9	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotees ?	Not applicable								
10	Period of probation, if any	2 years								
11	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	100% by direct recruitment								
12	In case of recruitment by promotion/deputation/absorption, grades from which promotion deputation/ absorption to be made	Not applicable								
13	If a DPC exists, what is its composition ?	DPC composition as per Rule 5(4) of A&N Islands Municipal Services (Classification, Control and Appeal) Rules, 2008 : <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Secretary (UD), A&N Administration</td> <td style="width: 50%;">Chairman</td> </tr> <tr> <td>Secretary, Municipal Council</td> <td>Member</td> </tr> <tr> <td>Officer of the rank of Assistant Secretary (UD) or above, A&N Administration</td> <td>Member</td> </tr> <tr> <td>Two experts to be nominated by Chief Secretary, A&N Administration</td> <td>Member</td> </tr> </table>	Secretary (UD), A&N Administration	Chairman	Secretary, Municipal Council	Member	Officer of the rank of Assistant Secretary (UD) or above, A&N Administration	Member	Two experts to be nominated by Chief Secretary, A&N Administration	Member
Secretary (UD), A&N Administration	Chairman									
Secretary, Municipal Council	Member									
Officer of the rank of Assistant Secretary (UD) or above, A&N Administration	Member									
Two experts to be nominated by Chief Secretary, A&N Administration	Member									
14	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable								
15	Job Description	Attached as Annexure to Schedule-V								

Annexure to Schedule – V

The duties of the Draftsman Grade- III (E&M) are as below:-

1. To be responsible for preparation of estimates and analysis, NIT's and scrutiny of measurement books.
2. To do any other duty as may be assigned by the Secretary/Council from time to time in the interest of the Council.